

**TENNESSEE DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Data Privacy Officer**

**Job Summary:** Reports to the Director of Center of Excellence (COED) Governance within Strategic Technology Solutions, the Data Privacy Officer is responsible for assisting the Director of COED Governance to oversee all ongoing activities related to the development, implementation, maintenance, and adherence to the state's policies and procedures covering privacy and access. This position will work closely with several lines of business to develop, define and manage the overall data privacy policy at an enterprise level and statewide.

**Roles and Responsibilities:**

- Be the subject matter expert (SME) to all Department Privacy Officers as it relates to industry data privacy controls around regulatory data.
- Work with domain leaders reviewing ongoing activities related to the development, implementation, maintenance of, and adherence to the state's policies and procedures covering the privacy of, and access to, state information in compliance with federal and state laws. (i.e. HIPAA, FTI, PCI, SSA, FERPA, CJIS, FISMA).
- Prepare and assist with presenting clear, accurate and timely reports on Privacy and Data Protection risks, risk mitigation measures and compliance activities to key stakeholders, and senior management.
- Work closely with business domain leaders to ensure all regulatory controls are properly monitored and data exchange agreements are in place.
- Maintain a comprehensive and current knowledge of both department operations and privacy laws, as well as communicating details of the department's privacy policy to staff (including working closely with department legal staff).
- Provide development guidance and assist in the identification, implementation, and maintenance of state information privacy policies and procedures in coordination with department management and administration, and legal counsel.
- Assist, direct, deliver, or ensure delivery of initial and on-going privacy training and orientation to all employees, and professional staff, contractors, alliances, business associates, and other appropriate third parties in regards to data privacy.
- Review all system-related information security plans throughout the state's network to ensure alignment between security and privacy practices, and act as a liaison to the information systems department.
- Serve as information privacy consultant for all departments and appropriate entities.
- Lead the implementation of the State Data Privacy Program vision developed by the Center of Excellence for Data group, forming a Data Privacy Officers group, and directing progress towards the COED objectives and data privacy awareness.
- Coordinate data breach response and notification procedures with the Chief Information Security Officer (CISO) and related team.
- Work with contract and procurement teams to ensure proper data security language has been properly depicted in all contracts, RFPs, RFIs, and vendor contracts.
- Give advice on the impact of data protection efforts.
- Lead the data classification and data inventory effort.
- Provide advice and instructions on how to conduct Data Protection Impact Assessments (PIAs), as well as review all incoming PIAs.
- Follow up with changes in law and issue recommendations to ensure compliance

**Minimum Qualifications:** Bachelor's degree in an IT or Business related field. Relevant professional information technology experience may be substituted for the required degree.

- Five years of experience in information technology, information privacy laws, access, release of information, and release control technologies.
- Expert knowledge of data protection law and practices.
- Align with the organization's data processing operations and the level of data protection required for the organization.
- Excellent management skills.
- Excellent verbal and written communication skills.
- Experience in data protection and legal compliance.
- Knowledge of data processing operations in government sector is preferable.
- Familiarity with computer security systems.
- Ability to handle confidential information.
- Ethical, with the ability to remain impartial and report all noncompliance.
- Organizational skills with attention to detail.

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**Knowledge, Skills, Abilities, Competencies:**

- Decision Quality
- Business Acumen
- Problem Solving
- Customer Focus
- Innovation Management
- Priority Setting
- Drive for Results
- Conflict Management

The State of TN is an Equal Opportunity Employer.

Resumes should be submitted via email to [EIT.Resumes@tn.gov](mailto:EIT.Resumes@tn.gov)

*Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.*